

Safety Assist Mobile

User Guide

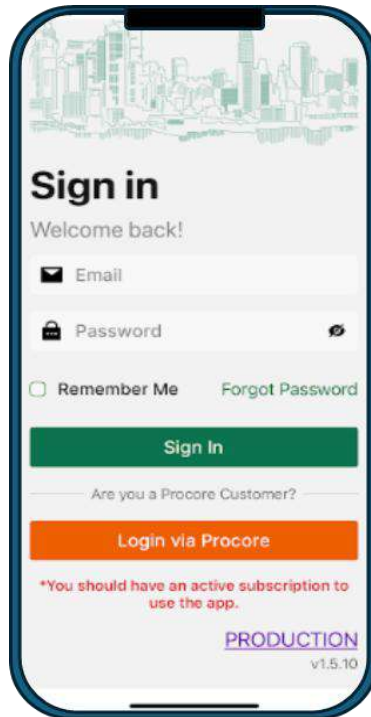
Getting Started

Download the Safety Assist App

1. Open the **Google Play Store** (Android) or **Apple App Store** (iOS).
2. Search for **Safety Assist**.
3. Download and install the application.

Logging In

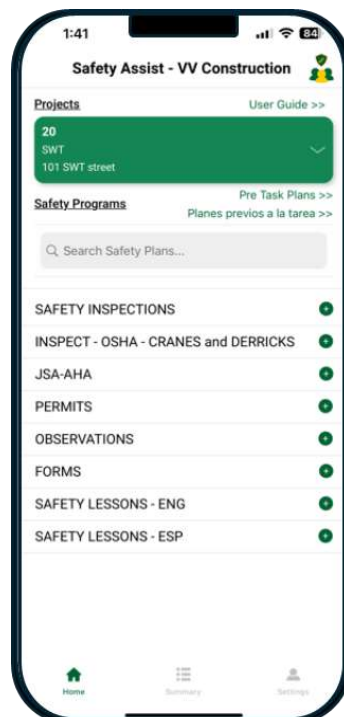
- Select 'Sign in' for Safety Assist Users.
- Select 'Login via Procore' for Procore/Safety Assist Users.
- Select 'Remember Password: Click to remember your Username and Password.
- **Forgot Password?**
 - Enter your email when prompted.
 - You will receive an email with instructions to reset your password.



Mobile Home Page

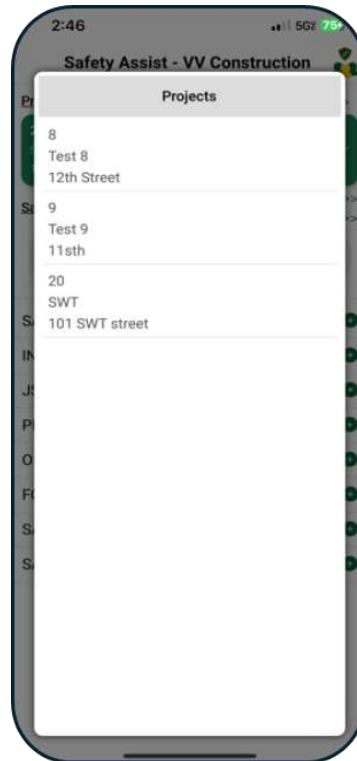
From the home page, you can access:

- **Projects**
- **Search**
- **Safety Programs & Sub-Levels**
- **Safety Program Questions**
- **Summary**
- **Settings**



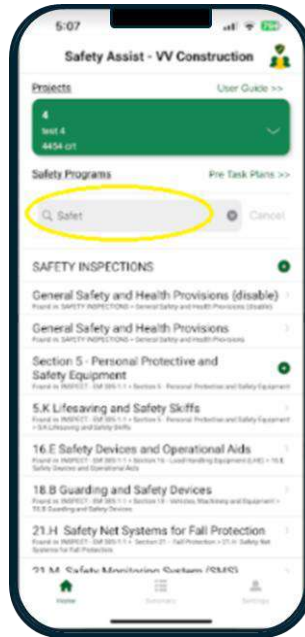
Projects

- Select the project you want to work on.



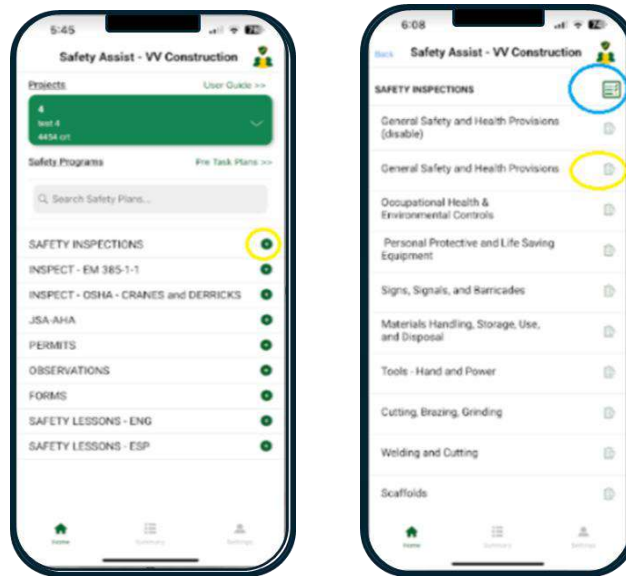
Search Feature

- Enter a keyword in the **Search** box.
- This will Search through the **Safety Programs** and will display the keywords from the search.

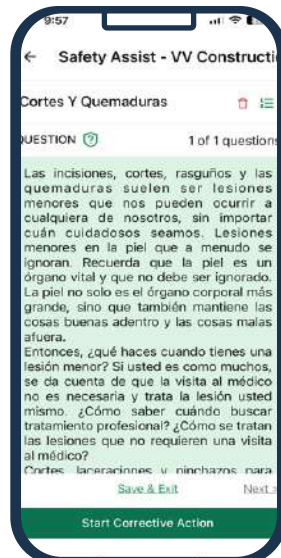


Safety Programs & Sub-Levels

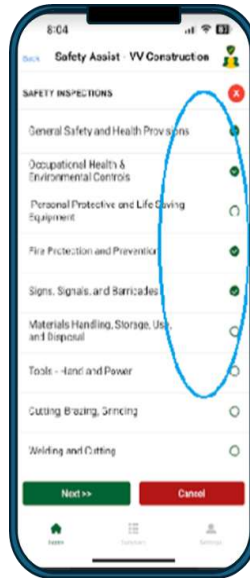
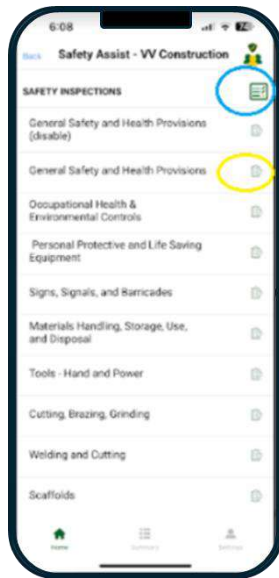
- Select a **Safety Program** to view **Sub-levels** or reports. (highlighted in yellow).



- Select a **Safety Inspection in Spanish.**



- Select a **Multiple reports**, then tap the **top-right icon** (highlighted in blue).
- When working with multiple reports, select the Sub-Level Reports and tap **Next**.



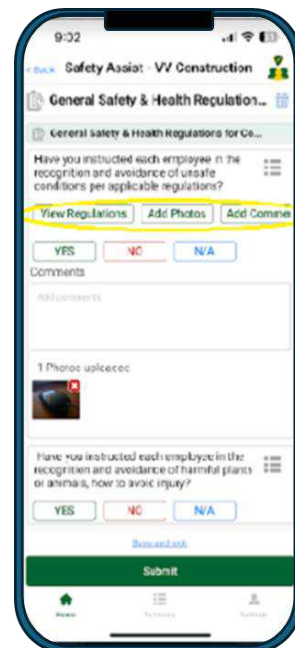
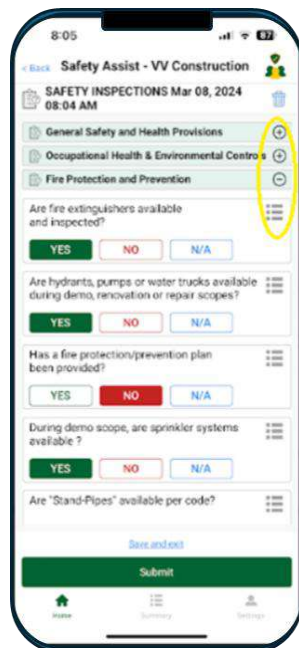
Safety Program Questions

- Safety Programs contain 2 Question Types (Multi-Question) and (Single Question):

A. (Multi-Question Type)

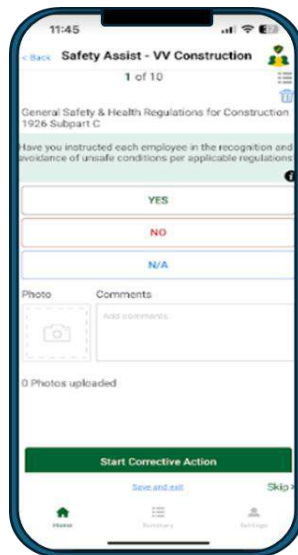
- Yes / No / N/A
- With each response, you can: (Using Hamburger Icon on Top Right)
 - Take or Upload photos
 - Add Comments
 - Add Corrective Actions
 - View regulations

💡 Once you answer, the **Skip >** button changes to **Next**, confirming completion.



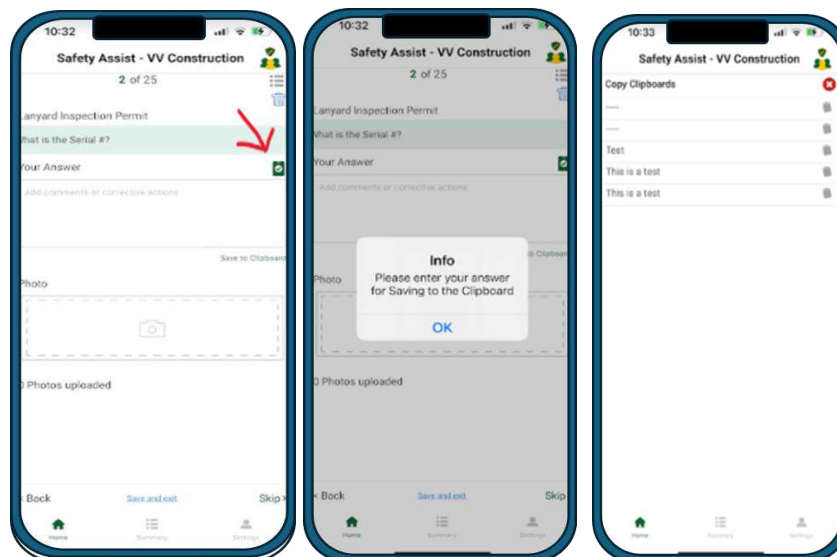
B. (Single Question Type)

- Yes / No / N/A
- Add Comments
- Add Corrective Actions
- View regulations
- Signature
- Tap the **question icon** to switch between questions.
- Once complete, tap **Submit** or **Save & Exit**.



C. Saving Answers (Pre-Populate)

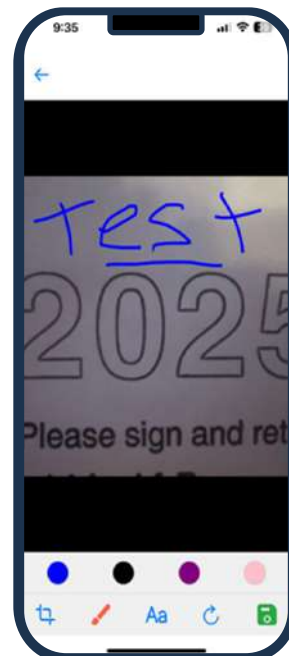
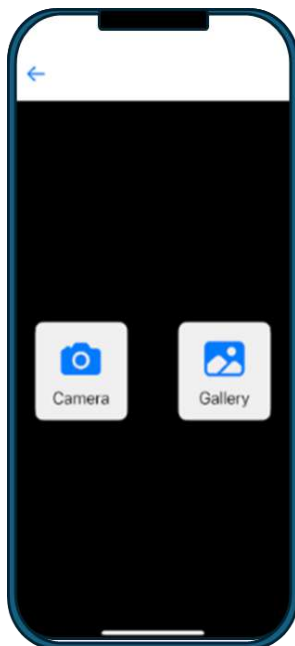
- Save frequently used answers to the clipboard.
- Access saved answers via the **Saved Answers** icon.



Photos & Annotations

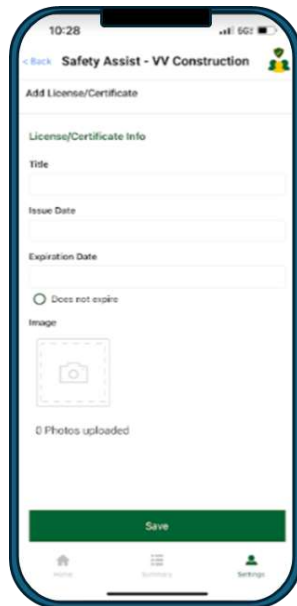
When adding a photo:

- Take or Upload photos
- Select **Use Photo**.
- Annotation tools include:
 - Resize photo (top-right icon)
 - Add comments/corrections
 - Draw on the photo



Corrective Actions

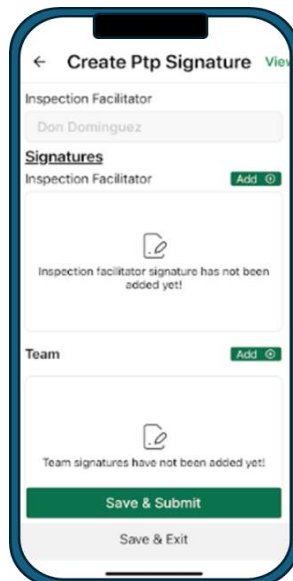
- Create a **Corrective Action (CA)**.
- These are reported to management through the Safety Assist Administrator - Back Office.



The screenshot shows a mobile app interface for 'Safety Assist - VV Construction'. The screen is titled 'Add License/Certificate'. Below the title, there is a section for 'License/Certificate Info' with fields for 'Title', 'Issue Date', and 'Expiration Date'. There is a radio button option for 'Does not expire'. Below this is an 'Image' section with a placeholder icon and the text '0 Photos uploaded'. At the bottom of the form is a green 'Save' button. The app's bottom navigation bar shows 'Home', 'List', and 'Settings' icons.

Signature Questions

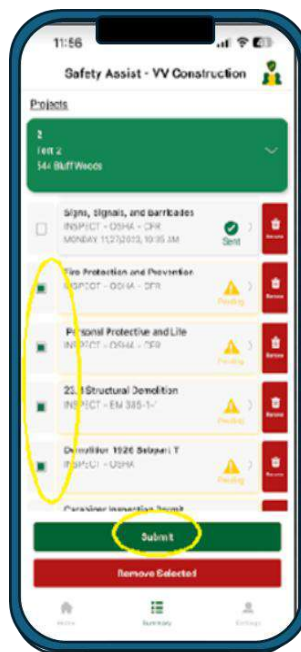
- Capture required signatures.
- Tap + to add additional signatures.



The screenshot shows a mobile app interface for 'Create Ptp Signature'. The screen has a back arrow and a 'View' link. It displays the 'Inspection Facilitator' as 'Don Dominguez'. Below this is a section titled 'Signatures' with a sub-header 'Inspection Facilitator' and an 'Add +' button. The signature area shows a placeholder icon and the text 'Inspection facilitator signature has not been added yet!'. Below this is a 'Team' section with an 'Add +' button. The team signature area shows a placeholder icon and the text 'Team signatures have not been added yet!'. At the bottom are two buttons: 'Save & Submit' (green) and 'Save & Exit' (gray).

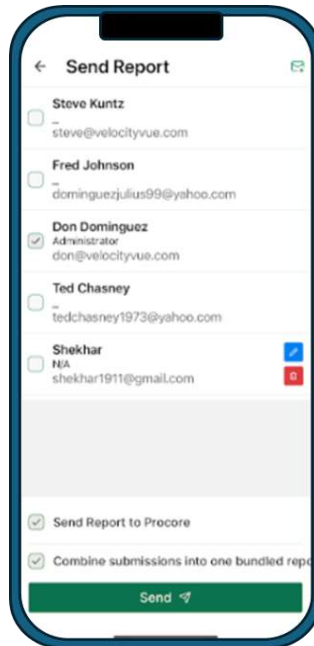
Summary Page

- Select the project to view reports.
- Reports may be:
 - **Pending** → Continue working on them.
 - **Submitted/Sent** → Already finalized.
- Users can remove pending reports (individual or all).



Submitting Reports

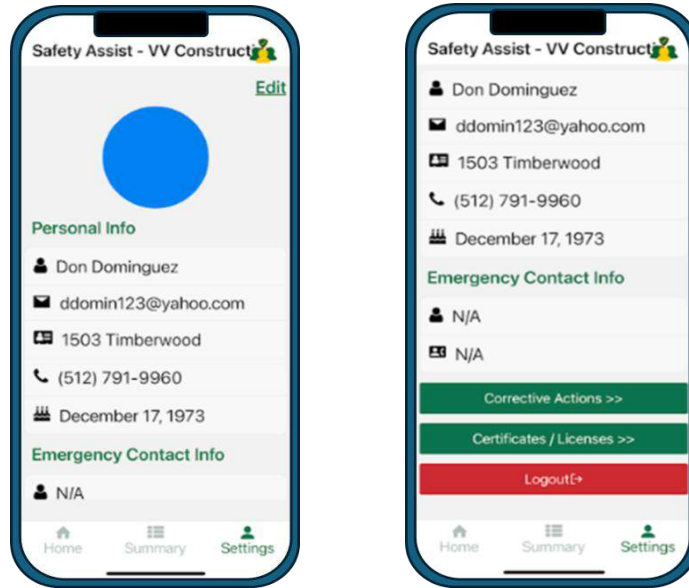
- Email reports to company associates.
- Add new email addresses if needed.
- Safety Assist Subscribers
- Procore - Safety Assist Subscribers will see a statement: 'Send Report to Procore'



Settings

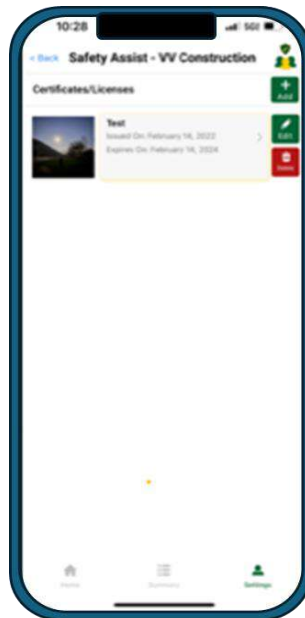
From the settings page, users can:

- Edit personal information (name, email, address, phone, emergency contacts).
- Add or edit license/certificate images.
 - View corrective actions they submitted.



Licenses & Certificates

- Add a new license or certificate by entering:
 - **Title**
 - **Issue Date**
 - **Expiration Date** (or select *Does not expire*)
 - Upload an image (take photo)
- Tap **Save** to complete.



Corrective Action Summary

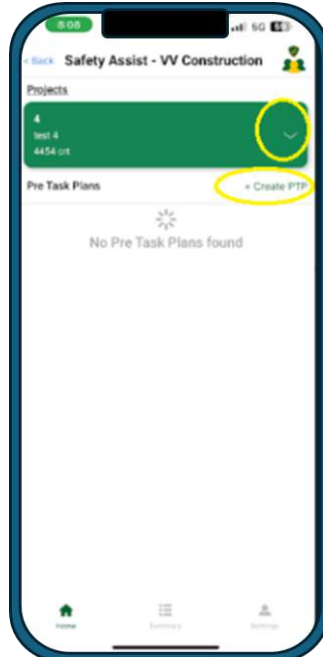
- Displays all corrective actions submitted by the user



Pre-Task Plan (PTP)

Creating a Pre-Task Plan

1. From the home page, tap **Pre Task Plan >>**.
2. Select a project and tap **Create PTP**.
3. Fill in required fields:
 - Project Name & Number
 - Project Address
 - Controlling Contractor (Tier 1)
 - Assigned Contractor (Tier 2)
 - Inspection Facilitator
 - Task Description
 - Comments
 - Photos (optional)
4. Tap **Save & Next** to continue.



Creating PTP Task Steps

For each step:

- Step Description
- Hazard (select type or enter manually)
- Hazard Description
- Hazard Control/Elimination
- Comments
- Photos (optional)

Add more steps by tapping **+ Add Additional Steps**.



The screenshot shows a mobile app interface for creating a Pre Task Plan. The title bar at the top reads 'Safety Assist - VV Construction'. Below the title bar, the text 'Create Pre Task Plan' is highlighted with a yellow circle. The form contains several input fields: 'Project Name' (with 'test 4' entered), 'Project Number' (with 'A' entered), 'Project Address' (with '4434 01' entered), 'Controlling Contractor' (with 'Safety Assist - VV Construction' entered), 'Assigned Contractor' (with a dropdown arrow), 'Inspection Facilitator' (with 'Greg Robertson' entered), 'Task Description' (with a placeholder 'Enter Task Description'), 'Comments' (with a placeholder 'Enter Comments'), and 'Images' (with a placeholder for a photo). At the bottom of the form is a green button labeled 'Save and Next'. Below the button is a blue link labeled 'View and edit'. At the very bottom of the screen is a navigation bar with three icons: a house icon labeled 'Home', a list icon labeled 'History', and a person icon labeled 'Settings'.

PTP Signatures

- Inspection Facilitator signs.
- Tap **+ Add Team Signature** to collect worker signatures.
- Tap **Save & Submit**.

The screenshot shows the 'Create Ptp Signature' screen in a mobile app. At the top, there is a back arrow and the title 'Create Ptp Signature' with a 'View' link. Below this, the 'Inspection Facilitator' section shows the name 'Don Dominguez'. Under the 'Signatures' heading, there is a sub-section for the 'Inspection Facilitator' with an 'Add' button and a placeholder icon. A message below states 'Inspection facilitator signature has not been added yet!'. Below this is a 'Team' section with an 'Add' button and another placeholder icon, with a message 'Team signatures have not been added yet!'. At the bottom, there are two buttons: 'Save & Submit' (green) and 'Save & Exit' (grey).

Submitting PTP

- Select users associated with the company.
- Add new email addresses if needed. Tap **Submit**.

The screenshot shows the 'Send Report' screen in a mobile app. It features a list of users with checkboxes for selection. The users listed are: Steve Kuntz (email: steve@velocityvue.com), Fred Johnson (email: dominguezjulius99@yahoo.com), Don Dominguez (Administrator, email: don@velocityvue.com, checked), Ted Chasney (email: tedchasney1973@yahoo.com), and Shekhar (NEA, email: shekhar1911@gmail.com, with a blue checkmark icon). Below the list, there are two checkboxes: 'Send Report to Procore' (checked) and 'Combine submissions into one bundled report' (checked). At the bottom is a green 'Send' button with a paper plane icon.